

BOARD OF ELECTIONS FOR NEW CASTLE COUNTY
Carvel State Office Building
820 N French Street
Wilmington, Delaware 19801

MINUTES FROM BOARD MEETING SEPTEMBER 13, 2005

Members Present: Mr. Foraker, Mr. Austin, Mr. Baker, Mrs. Dudlek, Mr. Lanouette,
Ms. Parks, Mr. Sterling

Mrs. Manlove, Administrative Director
Mr. Sholl, Deputy Administrative Director
Mrs. Rodgers, Election Office Manager

1. Mr. Foraker called the meeting to order. The minutes from the June 2, 2005 meeting were approved with the following correction: Mr. Austin was in attendance.
2. Mrs. Manlove reviewed the Financial Report for the previous month.
3. Corrections to voter records:
 - Ms. Parks moved that the 288 names on the “Moved from State” list dated June 2, 2005, be removed from the voter rolls. Mr. Sterling seconded the motion. Passed unanimously.
 - Mr. Baker moved that the 40 names on the “Address Verification” list dated June 2, 2005, be removed from the voter rolls. Mr. Lanouette seconded the motion. Passed unanimously.
 - Ms. Parks moved that the 16 names identified by the Commissioner’s Program be removed from the voter rolls. Mr. Lanouette seconded the motion. Passed unanimously.
 - Mrs. Dudlek moved that 7 names be removed from the voter records as personally requested. Mr. Baker seconded the motion. Passed unanimously.
 - Mr. Baker moved that the 17 requested birthdate changes be made. Mrs. Parks seconded the motion. Passed unanimously.
4. Mrs. Manlove reviewed the decrease in Voter Registration figures due to the NVRA programs as well as the deceased from April, May, June and July who were removed from the rolls. The processing and filing are current.

5. Mrs. Manlove informed the Board of the following upcoming elections:
 - September 12 – Odessa Special Mayoral Election
 - September 16 – COAD
 - September 27 – Colonial School District Referendum
 - September 29 – Brandywine High School Freshman Class
 - November – COAD Contract
6. Mrs. Manlove reviewed the planned upgrades to the phone system in the Department of Elections office. The costs will be covered by HAVA since this is an improvement to election administration.
7. Mrs. Manlove pointed out that WEB site activity has remained consistent.
8. Regarding Voting System Upgrade: Mrs. Manlove reported that 525 machines have been upgraded with the exception of the power cords. The remaining 100 machines will be upgraded after the system has been formally certified by NASED. The software should be through the certification process shortly. We expect system testing and acceptance no earlier than November 1.
9. Mrs. Manlove and Mr. Sholl discussed with the Board some issues and ideas that they will be discussing for the future:
 - Department's Telephone System
 - Voter ID requirements
 - Voter confusion over Polling Places
 - Counting Absentee Ballots at Polling Places
 - Districting errors
 - Need more voting machines
 - Too many court orders
 - More robust funding for General and Primary Elections
 - Automatic Recount – standards and process
 - Polling Place signage
 - Polling Place management
 - Electronic Poll Books
 - Polling place cards mailed before each General Election
 - Training – how we do it, etc.
 - Operating Procedures
 - Accessible Polling Places
 - Data collection for surveys
10. Regarding the Help America Vote Act: The revision to the State Plan is in progress. It includes the budget for all appropriated federal funds. The public hearing will be held on September 12 from 4 p.m. to 7 p.m.

11. Mrs. Manlove updated the Board regarding legislation:

- Special Elections in New Castle County - enacted
- Central Count Absentee System – enacted
- Requirement to retain school election records for 5 years - enacted
- Time Change for School Referenda – January 2006?
- Housekeeping Bill – nomination, voter registration, absentee voting – January 2006
- Municipal Election reform – draft bill being reviewed

12. Under New Business: The 2006 Board Meeting schedule can be approved next meeting. Board members who will certify the machines to be used in the Colonial School District Referendum will be notified. Voluntary Voting System Guidelines were discussed.

13. Mr. Baker moved the meeting be adjourned. Ms. Parks seconded the motion. Passed unanimously.

Next Meeting: Tuesday, October 4, 2005

Respectfully submitted,

Ross E. Austin
Secretary

FINANCIAL REPORT

FY 2006 Expenditures

Department of Elections for New Castle County

9/13/05

CATEGORY	SPENT	ENCUMBERED	AVAILABLE	BUDGETED	% SPENT
1 PERSONNEL	\$144,743	\$0	\$793,257	\$938,000	15%
2 TRAVEL	\$3,695	\$0	\$9,405	\$13,100	28%
3 CONTRACTUAL	\$36,283	\$120,000	\$50,617	\$206,900	18%
4 ENERGY	\$496	\$0	\$13,604	\$14,100	4%
5 SUPPLIES	\$1,587	\$0	\$8,113	\$9,700	16%
6 MOBILE REGISTRATION	\$0	\$0	\$3,500	\$3,500	0%
7 FY 2006 SCHOOL ELECTIONS	\$0	\$0	\$68,500	\$68,500	0%
8 TECHNOLOGY	\$0	\$0	\$5,000	\$5,000	0%
9 FY 2005 SCHOOL ELECTIONS	\$4,718	\$0	\$12,055	\$16,773	28%
10 FY 2004 ONE-TIME	\$6,423	\$0	\$35,169	\$41,592	15%
11 FY 2001 REAPPORTIONMENT	\$9,518	\$0	\$41,777	\$51,295	19%
12 FY 2006 GSA	\$0	\$0	\$164,394	\$164,394	0%
13 CAPITAL PURCHASE	\$0	\$0	\$0	\$0	0%
14 SPECIAL ELECTION	\$0	\$0	\$0	\$0	0%
GRAND TOTAL	\$207,463	\$120,000	\$1,205,391	\$1,532,854	14%

DEPARTMENT ACTIVITIES

9/13/05

BOARD REMOVALS AND CORRECTIONS

Department of Elections for New Castle County

- **REMOVAL PROGRAMS**

- ***Moved from State: 283 (D - 109, R - 100, Other - 74)***
- ***Address Verification: 40 (D - 18, R - 13, Other - 9)***
- ***COE Verification: 16 (D - 5, R - 6, Other - 5)***
- ***Personal Requests: 7 (D - 3, R - 1, Other - 3)***
- ***Not a citizen: 4***
- ***DOE NVRA: 1,355 (D - 568, R - 431, Other - 356)***
- ***COE NVRA : 16,350 (D - 5,791, R - 6,275, Other - 4,284)***

- **BIRTH YEAR CHANGES: 17**

DEPARTMENT ACTIVITIES

9/13/05

Department of Elections for New Castle County

- **REGISTERED VOTERS**
 - **Nov 2004: 362,408**
 - **Aug 2005: 348,160**
 - **Sep 2005: 349,349**
- **DECEASED – REMOVED FROM ROLLS.**
 - **Apr: 241 (D – 128, R – 74, Other – 39)**
 - **May: 229 (D – 108, R – 75, Other – 46)**
 - **Jun: 253 (D – 112, R – 94, Other – 47)**
 - **Jul : 187 (D – 92, R – 58, Other – 37)**
 - **MISC: 41 (D – 21, R – 10, Other – 10)**
- **PROCESSING & FILING.**
 - **Current.**

DEPARTMENT ACTIVITIES

9/13/05

FY 2006 Elections

Department of Elections for New Castle County

- **Sept 12 - Odessa Special Mayoral Election**
- **Sept 16 - COAD**
- **Sept 27 - Colonial School District Referendum**
- **Sept 29 - Brandywine High School Freshman Class**

DEPARTMENT ACTIVITIES

9/13/05

Communications upgrade.

Department of Elections for New Castle County

- **Replace current phone system with one that takes advantage of Carvel infrastructure.**
 - New equipment
 - Replace current IVR system with one that interfaces with the Carvel infrastructure.
 - Cost: about \$ 100,000.
- **HAVA expense - improves administration of elections.**

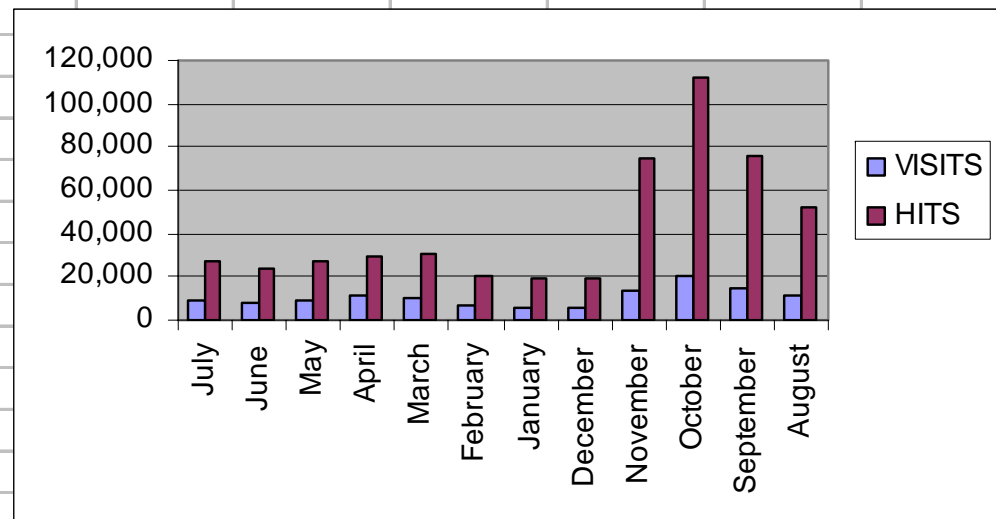
DEPARTMENT ACTIVITIES

9/13/05

WEB Site Activity

Department of Elections for New Castle County

<u>MONTH</u>	<u>VISITS</u>	<u>HITS</u>
July	8,831	26,609
June	8,390	24,320
May	8,968	27,092
April	11,646	29,559
March	10,057	30,352
February	6,936	19,957
January	5,397	19,408
December	5,361	19,033
November	13,330	74,416
October	20,344	111,803
September	14,419	75,852
August	11,083	52,462



2005 entries are in bold.

DEPARTMENT ACTIVITIES

9/13/05

Voting Machines

Department of Elections for New Castle County

- ***SYSTEM CERTIFICATION.***
 - Hardware and firmware complete.
 - Software and system pending.
- ***BALLOT PREPARATION SOFTWARE.***
 - Training Sept 13-16
 - Will initially be given Beta Version
- ***FIRMWARE.***
 - See next slide.
- ***HARDWARE.***
 - Upper shocks need attention.
 - See next slide.

DEPARTMENT ACTIVITIES

9/13/05

Voting System Upgrade

Department of Elections for New Castle County

- ***HARDWARE and FIRMWARE.***
 - 525 machines mostly upgraded. Still need power cord.
 - Remaining 100 machines will be upgraded after the system has been formally certified by NASED.
 - A few other issues.
- ***SOFTWARE (Guardian)***
 - *Should be through process shortly?*
 - *Training this week.*
- ***SYSTEM TESTING AND ACCEPTANCE***
 - *Earliest expected completion date – November 1.*

DEPARTMENT ACTIVITIES

9/13/05

Redistricting

Department of Elections for New Castle County

- **On-going maintenance.**
- **Using NCC Street Map for adding new streets.**

DEPARTMENT ACTIVITIES

9/13/05

Help America Vote Act of 2002

Department of Elections for New Castle County

- **Revision to State Plan in progress**
 - **Public Hearing on Sept 12, 2005 from 4 p.m. to 7 p.m.**
 - **Includes budget for all appropriated Federal Funds**

DEPARTMENT ACTIVITIES

2004 GENERAL ELECTION

Department of Elections for New Castle County

9/13/05

- **ISSUES – keep reporting so we don't lose focus.**
 - Department's Telephone System.
 - Voter ID requirements.
 - Voter confusion over Polling Places.
 - Counting Absentee Ballots at Polling Places.
 - Districting errors.
 - Need more voting machines.
 - Too many court orders.
 - More robust funding for General and Primary Elections.

DEPARTMENT ACTIVITIES

2004 GENERAL ELECTION

Department of Elections for New Castle County

9/13/05

- **Issues – cont'd**

- **Automatic Recount – standards and process.**
- **Polling Place signage.**
- **Polling Place management.**
- **Laptops with Voter Registration and Polling Place lookup capabilities. Voter check in also?**
- **Polling place cards mailed before each General Election.**
- **Training – how we do it, etc.**
- **Operating Procedures.**
- **Accessible Polling Places.**
- **Data collection for surveys.**

DEPARTMENT ACTIVITIES

9/13/05

2005-2006 LEGISLATION

Department of Elections for New Castle County

- **Bill to provide for special elections when a vacancy occurs in County Council - enacted.**
- **Absentee modernization – enacted.**
- **Now required to keep school election records for 5 years instead of 1 – enacted.**
- **Bill to change time for school referendums has been introduced. January 2006?**
- **Bill to update Title 15. January 2006?**
- **Municipal Election reform – draft bill being reviewed.**

OLD BUSINESS

9/13/05

Department of Elections for New Castle County

- **None.**

NEW BUSINESS

9/13/05

Department of Elections for New Castle County

- **2006 Meeting schedule. Can be approved next meeting.**
- **Certification for Colonial School District Referendum.**
- **Voluntary Voting System Guidelines.**
- **FY 2007 Budget - to be presented at next meeting.**
- **Next meeting October 4.**